SCHEDULE #: 77-0437-A

EFFECTIVE DATE: 05/31/91
Supersedes Schedule #: 77-0437
Effective Date: 11/10/77

Agency Code: 0466
    Agency: Department of Public Safety
  Creating
   Office: Personnel and Training Section

    Series
Title/Dates: "Background Investigation Files," 1986 and continuing

   Access: Closed (OCGA 50-18-72)
    Class: Individual

Related To: Background investigations of individuals applying for
             positions with the Department of Public Safety as troopers,
             drivers' license examiners, and radio operators for the
             Georgia Department of Safety.

Arrangement: Alphabetical by applicants name

  Retention
Requirement: Administrative: three (3) years

     Media: Paper

Disposition
Instructions: Cut off at end of calendar year,
               Hold in current files area three (3) years, then
               Destroy.

This records retention plan gives the State Records Committee approved
retention instructions for the named records series by the named creating
office.

Edward Weldon   **6-6-91**

Edward Weldon   Date
Secretary of State Designee

rgs G91-02 05/23/91

INSTRUCTIONS: See Publication No. 76–RM–1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Public Safety Personnel & Training Division P. O. Box 1456 Atlanta, Georgia 30301	Application Number **77- 437**
Application Number		Date Received Date Completed OCT 3 1 1977 NOV 1 0 1977

2. Person to Contact	Working Title	Telephone Number
K. D. Rearden	Personnel Officer	656-6070

3. Action Requested

a. ☐ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation: no further accumulation anticipated.

c. ☒ Amend Application No. _____73-425_____ Check One: ☒ Change; ☐ Supercede; ☐ Void

4. Dates of Series Earliest Latest	5. Records Series Title *(followed by title used in office; if different)*
7-6-72 Present	Background Investigation Files

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

Personnel and Training Division

Provides administrative control and supervision over the personnel, investigative and training functions of the Department.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any):* Attach samples of the file.

Documents relating to: Request for confidential background investigation of all Troopers, Communication Officers, License Examiners and Clerk Dispatchers.

Included are: Form GSP I-1 (cover letter for background investigation) which designates when the investigation was sent out to be investigated; to whom; the position desired; and, the applicants name and address. Also, copy of Merit System application, and correspondence pertinent to the case.

File is arranged: Alphabetically by applicant's name.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old __50__; Seven to twelve months old __25__; Thirteen to twenty-four months old __5__, twenty-five months and older _____?

9. Annual Rate of Accumulation of Records

Letter-size drawers __2__; Legal-size drawers _____; Shelves _____; Other *(specify)* _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.
b. Statute of limitation _____ years.
c. Federal law _____ years.

d. Audit period _____ years.
e. Administrative need ____Five (5)____ years.
f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Background investigations are completed on all uniform class applicants. Applicants files are kept current approximately three (3) years. Investigations are confidential and must be accounted for.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) ____3____ year(s); then
☐ Transfer to local holding area, hold _____ year(s); then
☒ Transfer to State Records Center; hold ____2____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

( ) Concur

( ) Nonconcur
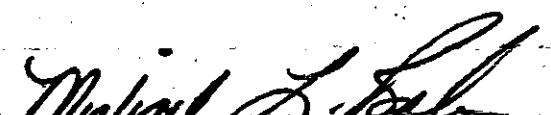
Michael L. Seal
Director, Personnel Section

These instructions apply to all prior and future accumulations of the series.

Agency Head Designee (Signature)	Date	Records Management Officer (Signature)	Date
✓ [signature]		[signature] CRM	10-24-77
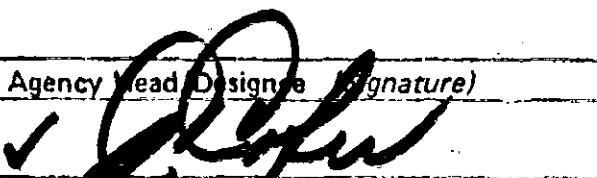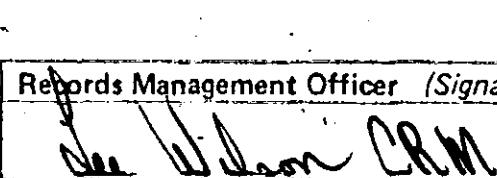
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	[signature]	11-8-77
	Secretary of State/Designee	Carroll Hart	11-7-77
	Attorney General/Designee	[signature]	11-9-77
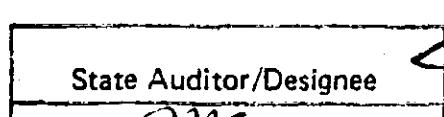
AR-50-71   76   (Reverse Side)
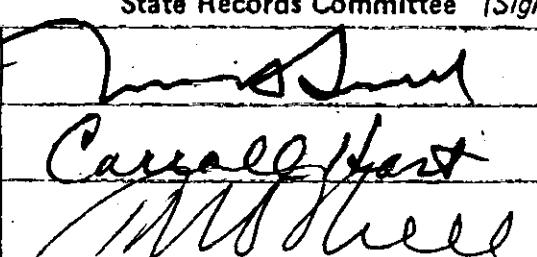
Application for RECORDS DISPOSITION STANDARD

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE
2. Agency Application No. 73-25		Date Received: JUN 20 1973 Application No. 73-425 Date Completed: JUN 26 1973

3. AGENCY, Division, Subdivision & Administering Office Address	4. Person to Contact
Department of Public Safety Uniform Division Administrative Unit P. O. Box 1456 Atlanta, Georgia 30301	Nancy Hyatt N.H.

5. Working Title: Steno   6. Tel. No. 656-6083

7. ACTION REQUESTED

[x] ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.

[ ] DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series	9. Exact Series Title
7-6-72-present	Background Investigation ~~Request~~ Files

10. What is the function of the office in which this record series is created?

The Uniform Division is responsible for the patrol of streets and highways of this state to insure the safety of lives, injuries, and property, to investigate motor vehicle accidents, to be available for civil disorders or natural disasters, licensing of citizens to operate motor vehicles, suspension or revocation of license, accident investigation and computation of related statistics, supervises motor vehicle inspection records and distribution of motor vehicle inspection stickers and other documents and insure the safety of the Governor of the State of Georgia and his family.

COPY   COPY

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to request for confidential background investigation of all troopers, radio operators, license examiners and clerk dispatchers.

Included are: Form GSP I-1 (Cover letter for background investigation) which designates when the investigation was sent out to be investigated; to whom; the position desired; and, the applicants name and address. Also, copy of Merit System application, and correspondence pertinent to the case.

The file is arranged alphabetically by applicant's name.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	1/2	.75	ANNUAL RATE OF ACCUMULATION	1/2	.75
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)

			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years'
				2	1	0	0

Form: AR-50-71

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	YES	NO
13. Is this the Record Copy of the series?	[x]	[ ]
14. Is there a duplication of this series in another office or agency? Personnel Office (Part of 201 file if applicant is hired.)	[x]	[ ]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	[ ]	[x]
16. Does the series contain classified information requiring security handling?	[ ]	[x]
17. Does the series initiate, amend or terminate agency policies and procedures?	[ ]	[x]
18. Could the function be performed if the files were lost or destroyed?	[x]	[ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[ ]	[x]
20. Does the record series provide data as input to an EDP file?	[ ]	[x]
21. Does the record series contain documentation produced as EDP printout?	[ ]	[x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	[ ]	[x]
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[ ]	[x]

24. REQUIREMENTS. The following requires the files to be kept ___2___ years:

a.[ ]STATE LAW b.[ ]STATUTE OF LIMITATION c.[ ]AUDIT PERIOD d.[ ]FEDERAL LAW e.[x]ADMINISTRATIVE DECISION f.[ ]HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Any applicant investigation 2 years old or older has to be completely re-investigated.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[x]CALENDAR YEAR -[ ]FISCAL YEAR -[ ]OTHER _____ ,then:

[x] Hold in the current files area _____ month(s)/ _1_ year(s):
[x] Transfer to [x] State Records Center [ ] Local Holding Area; hold _1_ year(s):
[x] Destroy.
[ ] Transfer to State Archives for permanent retention.
[ ] Destroy immediately after cut-off.
[ ] Other: (Specify)

COPY

(Indicate briefly rationale for recommendations above or write additional remarks):

Concur (✓)   Nonconcur (_____ Adjutant's Signature

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are: 73-425	Agency Head/Designee [x] Approved [ ] Disapproved		5-10-73
STATE RECORDS COMMITTEE	State Auditor/Designee [✓] Approved [ ] Disapproved	William M. Nixon	6-22-73
	Secretary of State/Designee [✓] Approved [ ] Disapproved	Carroll Hart	6-20-73
	Attorney General/Designee [✓] Approved [ ] Disapproved		6-25-73